

Tenant Change Packet

This packet is to be used when a new tenant will be moving into an existing commercial building, space, or kiosk, and where the only changes to the building, space or kiosk will be painting.

If you are making changes other than painting “STOP HERE”. You must go to the local township office and pick up a “Building Permit Application Submittal Requirements” packet for Commercial & Multi Family Construction. This packet must be completed for your project.

If painting is the only change, read carefully the rest of this page and complete all information ask for on the Tenant Change Application and return it to the township office.

The Building Code Official (BCO) at the township office will review the information. If approved, the applicant will be notified by phone, where and when, to pick up their Building and/or Zoning Permit, along with the cost of the permit.

The Building and/or Zoning Permit, if issued, will give approval to stock the space with inventory, furniture, etc. It is not approval to open to the public.

When the space is ready, to open to the public, call the municipal building code official, for occupancy inspection. If occupancy is approved, a “Certificate of Occupancy” will be issued by the Building Code Official within several days of the inspection.

DO NOT OPEN TO PUBLIC UNLESS YOU HAVE A COPY OF YOUR “CERTIFICATE OF OCCUPANCY” POSTED FOR PUBLIC VIEW IN THE SPACE!! This must be posted in the space at all times.

Applicant must also forward a copy of the “Certificate of Occupancy” to the building owner prior to opening.

Opening without a “Certificate of Occupancy” and/or giving false information, may put the applicant and /or tenant and/or owner and/or contractor in violation of municipal ordinances and/or the Pennsylvania Uniform Construction Code (Act 45). These person(s) may be prosecuted accordingly.

If you have questions, please call the municipal Building Code Official.

Tenant Change Application

Center Township

Property Location; _____
Suite, Space or Kiosk # (if applicable) _____

Owner of Property;

Name: _____
Address: _____ City _____ Zip _____
Phone: _____

Previous Tenant

Business Name: _____
Business Owner Name: _____
Address: _____ City _____ Zip _____
Phone: _____

Previous use of space (be specific);

New Tennant;

Business name: _____
Business owner name; _____
Owner Address: _____ City _____ Zip _____
Owner Phone: _____

Space will be used for (be specific);

CHECK ONE

- Above business will be open to the public for less than 30 days.
- Above business will be open to the public for more than 30 days and I have applied to Berkheimer and Associates (1 800 360 7214) for collection of mercantile tax, business privilege tax and business permit.

I the applicant certify all the above to be true and the only changes to the above listed property will be painting;

Applicant Signature: _____ Date _____
Applicant Print Name: _____
Address: _____ City _____ Zip _____
Phone: _____